



APPLICATION:

YAF – YOUTH ATHLETIC FACILITIES PROGRAM

2003 – 04 GRANT CYCLE ONLY



AUGUST 18, 2003

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INSTRUCTIONS

Introduction This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application.

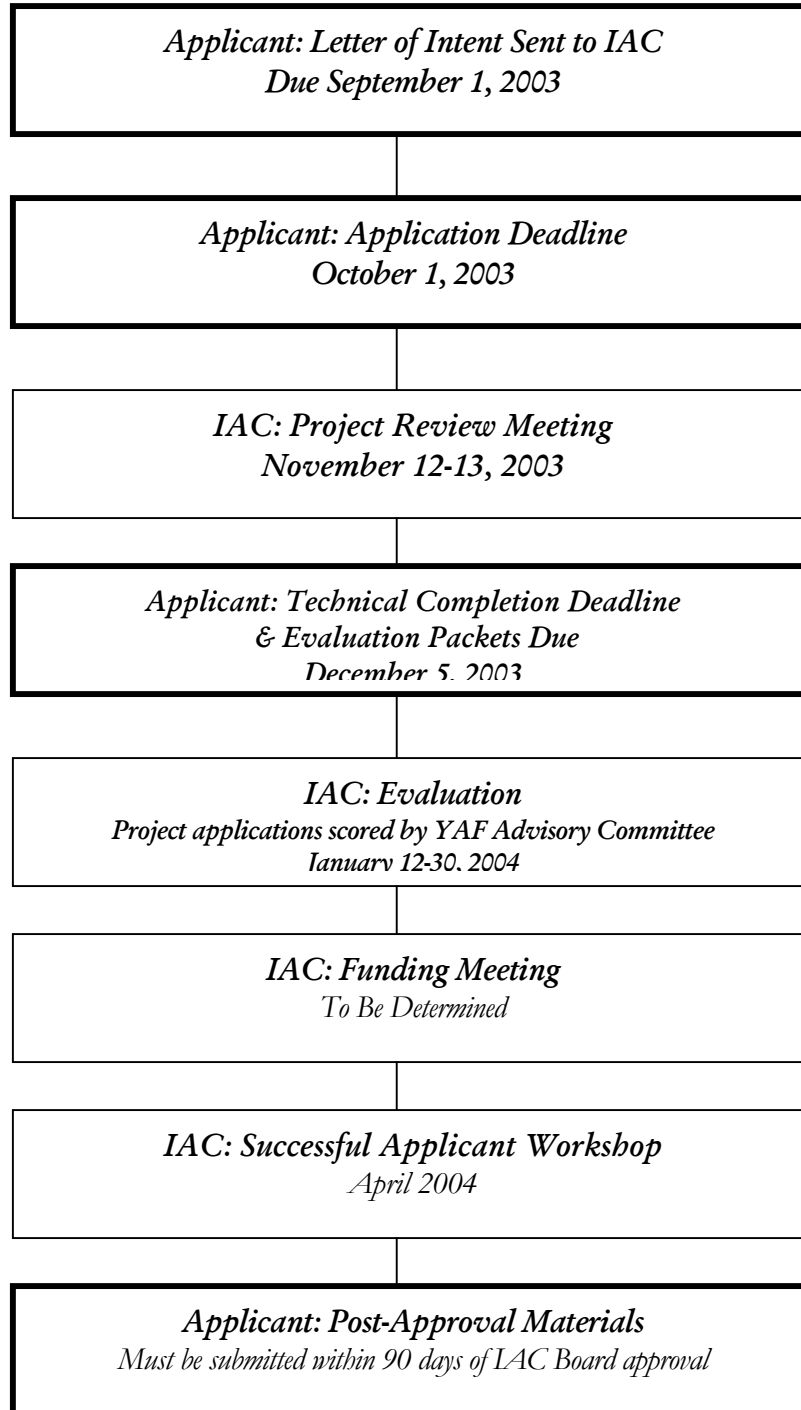
Most of this information may also be submitted on-line using IAC's computerized PProject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC,	Interagency Committee for Outdoor Recreation	
Application	Natural Resources Building	Phone (360) 902-3000
Submission Address	1111 Washington Street	FAX (360) 902-3026
	P.O. Box 40917	TDD (360) 902-1996
	Olympia, WA 98504-0917	E-mail/info@iac.wa.gov
	Internet Website:	http://www.wa.gov/iac

Applicability Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 7, should help you determine which documents we require.

Related Information Related information is contained in:

- ▶ *Acquiring Land: Policies* (Manual 3)
- ▶ *Development Projects: Policies* (Manual 4)
- ▶ *Youth Athletic Facilities* (YAF – Manual 17).

YAF: Application Process Flow Chart

- Application Process**
1. ***Letter of Intent.*** The letter of intent is not required but is strongly encouraged. IAC uses the letter of intent as a tool to measure the potential workload associated with the grant round.
 2. ***Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, visuals, slides, and evaluation question responses (described below) and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes.

Retain at least one copy of all materials for your records. IAC will return **applications that are illegible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, visuals, and the evaluation question responses) must be postmarked by the application deadline.
 3. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
 4. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
 5. ***Project Review.*** IAC staff and the Youth Athletic Facilities (YAF) Advisory Committee will review applications submitted to the *New and Improving* categories. The review may result in suggestions for changes in an application for clarity, eligibility, effectiveness, or other areas. Although not required, participation is strongly encouraged.
 6. ***Evaluation.*** The YAF Advisory Committee reviews and scores all projects submitted for funding. Once this evaluation is complete, committee members come together in an open public meeting to assess the results. Any interested person may attend this meeting, but only evaluation team members and IAC staff may address project issues. This evaluation process results in a ranked list of projects, a list used by staff to develop a funding recommendation for IAC’s board.
 7. ***Funding Meeting.*** Projects are presented by IAC’s staff to IAC’s board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC’s board makes its funding decision.
 8. ***Post Approval Materials.*** After approval of funding, applicants must provide some additional information. IAC will send a letter and checklist requesting documents. The items needed are based on project type. The documents help us ensure eligibility and adequate control and tenure for IAC investments. Your IAC project manager is available to assist if necessary.

The documents must be provided within 90 days of IAC funding approval. We encourage applicants to provide this information as soon as possible, so we can issue and distribute signed Project Agreements at our Successful Applicant Workshop(s). While other documents may be requested, materials required in this grant cycle are described in Appendix B, page 3.

9. ***Successful Applicant Workshops.*** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:
 - a. Describes procedures for funded projects.
 - b. Explains information included in the Project Agreement.
 - c. Discusses reimbursement procedures.
 - d. Distributes Project Agreements to applicants that have completed all post approval requirements.
 - e. Addresses other pertinent issues.

Application Materials

Grant application materials must be submitted (postmarked) to IAC by October 1, 2003. Refer to the checklist on page 7 for further deadline information.

A *complete* grant application consists of:

1. ***The completed blank forms in this booklet .*** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PProject Information System (PRISM).
2. ***Maps.*** IAC requires project location maps for its Geographic Information System and for evaluation and site visit purposes. For these reasons it is important that applicants submit maps detailing a project's regional *and* site location. It is possible that one map may serve as both the regional and site location map.
 - a. ***Regional location map*** – Shows the location of the project in a geographic region of the state. Submit a county map, city map, etc. The regional map should identify the county, incorporated areas, Interstate highways, major rivers, and other features so IAC staff can locate the worksite to within 5 to 10 miles.
 - b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to highways, local roads/streets, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good location maps.
 - c. ***Service Area Map*** – These maps vary depending on the type of project submitted.
 - For projects serving **local** populations (such as a city neighborhood park), the service area is often the vicinity from which approximately 80 percent of the users will come. On your

map, mark the service area boundary, identify your worksite, and all existing opportunities of the type reflected in your application (e.g. athletic fields, basketball courts, etc.).

- ▶ For projects serving **regional** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.

3. **Acquisition Projects.** *Submit one copy* of the parcel map and conceptual site plan on 8½" x 11" paper.
4. **Development Projects.** *Submit one copy* of the site plan on 8½" x 11" paper.
5. **Visuals** (optional). *Submit* no more than two separate file size visuals that help describe your project: photos, drawings, charts, graphs, etc. IAC staff uses visuals as an aid in better understanding your proposal.
6. **Graphics.** Graphics are the images used in the project review meeting to augment the verbal responses during the project presentation. Graphics are required for project presentations at the project review meeting.
 - a. Location. Submit regional and site location maps (see "Maps," above, for further information).
 - b. Service Area. Submit a graphic showing the project's service area (see "Maps," above, for further information).
 - c. Aerial and/or Ground Level Views. Clearly show the worksite or property proposed for acquisition or development. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.
 - d. Parcel Map–Acquisition Projects. Show the boundaries of the property to be acquired, identifying bordering land ownerships. This can be illustrated using an aerial photograph with the parcel boundaries sketched in.
 - e. Conceptual Site Plan–Acquisition Projects. Show the general scheme of planned or anticipated property development.
 - f. Site Plan–Development Projects. Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.
 - g. Floor Plan– Development Projects. Show a schematic plan of any substantial structure (restrooms, concession stand, administration building, etc.) proposed under this project.
 - h. Other Graphics–Optional. Other graphics may be necessary to show the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

Minimum graphics requirements:

- ▶ PowerPoint: Microsoft® PowerPoint, all versions; IAC will provide the computer and data viewer.

- ▶ Slides: 35mm photographic slides; should be coordinated and loaded in two (left and right) 80-count slide carousels. IAC will provide the projectors.

7. ***Evaluation Question Responses.*** Applicants must submit written responses, to the team scored evaluation criteria found in IAC Manual 17, *Youth Athletic Facilities Program: 2003 Policies & Project Selection*. At your request, IAC staff will critique responses to these questions. To obtain this review, contact your IAC project manager. Responses must be submitted in the following format:

- a. Use white, 8½ x 11 inch paper, with 1 inch margins.
- b. Use a font such as Arial or Times Roman, 12 point size.
- c. Each response is limited to one side of one sheet of paper.
- d. On the top of each page include: applicant and project name, and date.
- e. For each question, and in order, print the question's number, the question, and then your answer. Each question must have its own separate answer.

Evaluation Packets Applicants must submit 11 evaluation packets to IAC by the December 5, 2003 technical completion deadline.

1. Collate and paper clip the packets (do not staple or otherwise bind).
2. Use 8 ½ x 11-inch paper throughout.
3. Each packet must contain only the following items in the order specified:
 - a. Regional location map
 - b. Site location map.
 - c. Service area map.
 - d. Site map (development projects).
 - e. Visuals (maximum of two).
 - f. Written evaluation question responses – team scored questions (1-6).

For each project, IAC staff will provide evaluators with the latest Project Summary, Cost Estimate, and Evaluation Packet.

**Matching and
Donated Resources**

Project sponsors must match a portion of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 24.

Youth Athletic Facilities Program Application Checklist						
✓	Item	Page	Acq	Dev	Combined	Due
	Application Authorization Memo (original signature required; form may be printed from PRISM)	Page 9	✓	✓	✓	10/1
P R I S M	1-General Application Information	Page 10	✓	✓	✓	10/1
	2-Applicant / Organization Information	Page 10	✓	✓	✓	10/1
	3-Project Contact	Page 11	✓	✓	✓	10/1
	4-Description of Project	Page 11	✓	✓	✓	10/1
	5-Funding Request	Page 12	✓	✓	✓	10/1
	6-Property Acquisition Cost Estimates	Page 13	✓	-	✓	10/1
	7-Development Cost Estimates	Page 14	-	✓	✓	10/1
	8a-b-c Application Questions (Acquisition / Combined)	Page 18	✓	✓	✓	10/1
	8a & c Application Questions (Development only)	Page 18	-	✓	-	10/1
	8-Location Information	Page 21	✓	✓	✓	10/1
	9-Permits Required	Page 22	✓	✓	✓	10/1
	Maps (location & service area)	Applicant Creates	✓	✓	✓	10/1
	Plans (site plans & parcel maps)	Applicant Creates	✓	✓	✓	10/1
	Visuals	Applicant Creates	Optional			10/1
	Project Review Meeting Graphics – (If using PowerPoint, send to IAC via e-mail (due date is 11/7) <i>This meeting is for applicants submitting proposal to the New or Improving categories.</i>	Page 5	Graphics are required for review of your project at this meeting.			11/12-13 or 11/7 ←[see note]
E V A L	Evaluation Questions – One Set Written Responses	IAC Manual #17	✓	✓	✓	12/5
	Evaluation Packets	Applicant Creates	✓	✓	✓	12/5
	10-Authorizing Resolution (Local agencies and nonprofit orgs.)	Page 23	✓	✓	✓	12/5

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: _____
(NAME)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., become the property of IAC and may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Phone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(SIGNATURE) (DATE)

1. General Application Information

Project Name

Program Category (*select one*)☐ YAF – Maintaining: Development only☐ YAF – Improving: Development only☐ YAF – New: Acquisition only☐ YAF – New: Development only☐ YAF – New: Combined Acquisition & Development**2. Applicant / Organization Information****Complete one for each applicant.**

Organization Name

Organization Type (check one)

☐ City/Town☐ County☐ Nonprofit Organization

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email Address

Website URL

3. Project Contact

Complete one for each contact.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	First Name	Last Name
Title			
Contact Type (all projects require a "Project Manager" contact)			
<input type="checkbox"/>	Alternate Project Manager	<input type="checkbox"/>	Engineer/Architect
<input type="checkbox"/>	Billing	<input type="checkbox"/>	Land Specialist
<input type="checkbox"/>	Consultant	<input type="checkbox"/>	Planner
Contact Mailing Address			
Address			
City/Town			
State, Zip			
Work Phone			
FAX			
Other Phone			
Email Address			

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. It is very important to be clear, concise and thorough. State your project's objectives and anticipated results/benefits, including the facilities that will be added or enhanced (soccer/ baseball field, tennis court, swimming pool,, etc.). Additional information may include: partnership groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ **(A)**

Sponsor Match (the minimum match for YAF projects is 50 percent.)

Appropriation/Cash	\$	_____
Bonds - Council	\$	_____
Bonds - Voter	\$	_____
Cash Donations	\$	_____
Conservation Futures	\$	_____
Donated Equipment	\$	_____
Donated Labor	\$	_____
Donated Land	\$	_____
Donated Materials	\$	_____
Donated Property Interest	\$	_____
Federal Grant	\$	_____
Force Acct - Equipment	\$	_____
Force Acct - Labor	\$	_____
Force Acct - Materials	\$	_____
Grant - Other	\$	_____
Levy-Voter Approved	\$	_____
Local Improvement Dist (LID)	\$	_____
State Grant	\$	_____

B. Total for Sponsor \$ _____ **(B)**

C. IAC Funding Request (grant requested) \$ _____ **(C)**

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ▸ <i>New Facilities</i> maximum = \$150,000 ▸ <i>New Facilities</i> minimum = \$25,000 | <ul style="list-style-type: none"> ▸ <i>Improving Existing Facilities</i> maximum = \$75,000 ▸ <i>Improving Existing Facilities</i> minimum = \$15,000 | <ul style="list-style-type: none"> ▸ <i>Maintaining Existing Facilities</i> maximum = \$25,000 ▸ <i>Maintaining Existing Facilities</i> minimum = \$5,000 |
|---|--|---|

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- “A” *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The “Total Project Cost” (“A”) must equal the total from the Cost Estimates on the following pages.

6. Property Acquisition Cost Estimates				
	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Closing costs				
Demolition				
Easement – access				
Fencing costs				
Hazardous substances review				
Improvements & buildings				
Land				
Lease				
Mineral rights				
Noxious weed control costs				
Recording fees				
Relocation costs				
Signing costs				
Survey costs				
Title reports/insurance				
Wetland delineation costs				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7. YAF: Development Cost Estimates

A 5-page form. Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Athletic Fields					
Athletic fields - other	Each			Size/type	
Backstops	Each			Size	
Baseball - adult	Each			Outfield dimen	
Baseball - youth	Each			Outfield dimen	
Baseball infield	Each			Base path leng	
Bases	Lump sum			Describe	
Dugouts	Sq Ft			Describe	
Flag & pylons	Lump sum			Type	
Football field - artificial turf	Each			Describe	
Football field - natural turf	Each			Describe	
Football goalposts	Pair			Type	
Irrigation- automatic for turf/playfield	Acres			Optional	
Irrigation- manual for turf/playfield	Acres			Optional	
Mound	Each			Describe	
Multipurpose - all weather surface	Sq Ft			Length/width	
Multipurpose - artificial turf	Sq Ft			Length/width	
Multipurpose - natural turf	Sq Ft			Length/width	
Safety netting	Sq Ft			Describe	
Soccer field - all weather surface	Each			Length/width	
Soccer field - artificial turf	Each			Length/width	
Soccer field - natural turf	Each			Length/width	
Soccer goals	Pair			Type	
Softball - adult	Each			Outfield dimen	
Softball - youth	Each			Outfield dimen	
Softball infield	Each			Base path leng	
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures - other	Lump sum			Describe	
Concession stand or area	Lump sum			Sq Ft	
Maintenance	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Scoring/announcing	Sq Ft			Describe	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	

7. YAF: Development Cost Estimates

A 5-page form. Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Irrigation- automatic for shrubs/plants	Sq Ft			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Landscaping – other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting – other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Recreation - court lighting	Lump sum			Describe	
Recreation - field lighting	Lump sum			Describe	
Outdoor Courts & Athletic Areas					
Backboards & baskets	Each			Describe	
Basketball court	Each			Length/width	
BMX track	Each			Length/width	
Bocci ball	Sq Ft			Describe	
Courts – other	Each			Describe	
Cross country route	Each			Linear ft	
Goals, nets & standards	Each			Describe	
Golf course	Hole			Describe	
Handball, racquetball, squash	Each			Length/width	
Horseshoe pits	Each			Describe	
Ice rink	Lump sum			Length/width	
Multipurpose court	Lump sum			Describe	
Rodeo arena	Sq Ft			Describe	
Roller rink	Lump sum			Length/width	
Skate park	Sq Ft			Describe	
Tennis court	Each			Surface	
Track & field - field events	Lump sum			Describe	
Track & field – track	Lump sum			Describe	
Volleyball court	Each			Surface	
Park Amenities					
Park amenities – other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Seating wall	Linear Ft			Describe	
Spectator seating	Lump sum			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	

7. YAF: Development Cost Estimates

A 5-page form. Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Grills	Each			Optional	
Park furniture – other	Lump sum			Describe	
Picnic pads- asphaltic concrete	Each			Size	
Picnic pads- concrete	Each			Size	
Picnic pads- pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables- covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking – bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking – gravel	Spaces			# Accessible	
Parking – other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Control signals	Lump sum			Describe	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - bridges	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Signing					

7. YAF: Development Cost Estimates

A 5-page form. Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Scoreboard	Each			Describe	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Swimming Facilities					
Accessible lift	Each			Describe	
Accessible ramp	Each			Describe	
Bathhouse	Lump sum			Sq Ft	
Chemical system	Lump sum			Describe	
Circulation system	Lump sum			Describe	
Decking	Sq Ft			Describe	
Diving board	Each			Describe	
Diving tank	Lump sum			Gallons/size	
Filtration system	Lump sum			Describe	
Heating system	Lump sum			Describe	
Main tank	Lump sum			Gallons/size	
Mechanical building	Each			Sq Ft	
Pool liner	Lump sum			Sq Ft	
Starting blocks	Each			Describe	
Swimming facilities - other	Lump sum			Describe	
Swimming pool	Lump sum			Gallons/size	
Swimming pool equipment	Lump sum			Describe	
Trails					
Board walk - wood	Linear Ft			Width	
Crosswalks/curb bulbs	Lump sum			Describe	
Hand rails	Lump sum			Describe	
Paths - access routes	Linear Ft			Width/surface	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Utilities					

7. YAF: Development Cost Estimates

A 5-page form. Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Watesystem(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Sales Tax					
Architecture & Engineering (20% limit)					
TOTAL COSTS					

8a. YAF: Application Questions

All Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project (for example, will it be in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

What type of landowner currently owns the property? (Federal, Local, Private, State, Tribal?)

Does the applicant have title to the site? If yes, explain:

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Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the work site(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) [*in degrees, minutes and seconds*]. Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

LOCAL AGENCIES ONLY: Does the sponsor's share involve bonds or Local Improvement Districts (LIDs)? If yes, give date bonds or LID will be available and explain.

GOVERNMENT AGENCY APPLICANTS ONLY: Does this application contain elements required as part of a mitigation plan? If yes, explain:

8b. YAF: Application Questions**Acquisition Applicants Must Answer The Following Questions**

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question?
If yes, what was the date requested, approved date & the waiver number?

Do plans exist for interim non-public use of the project site?
If yes, explain the interim non-public use and whether or not income will be derived through that use.

Are encumbrances to recreational use proposed for the site (i.e. lease back; life estate; sharecropping agreement; or other)? If yes, explain:

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, *Acquiring Land*.)

8c. YAF: Application Questions**Nonprofit Applicants Must Answer These Questions**

Is your organization registered as a nonprofit with the Washington Secretary of State?
If so, what is your Unified Business Identifier (UBI) number?

How long has your organization been involved in the activity for which you are applying?

What date was your organization created?

9. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

10. Permits Required	
(Check the appropriate boxes to indicate required and/or anticipated permits.)	
Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or on the Internet at
www.ecy.wa.gov/programs/sea/pac/index.html.**

11. YAF: Authorizing Resolution

Local Agencies and Nonprofit Organizations–You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Youth Athletic Facilities Program (YAF) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 79A.25 RCW.

WHEREAS, under the provisions of YAF, state funding assistance is requested to aid in financing the cost of facility development; and

WHEREAS, our organization considers it in the best public interest to complete the development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC.] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [if applicable]
5. We acknowledge that any facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use for a minimum of 20 years from final reimbursement unless otherwise provided and agreed to by our organization and IAC;
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for reimbursement purposes.
- ▶ Except for cash, all donations must be in one of the following categories.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. Sponsors can value unskilled labor at no more than the statewide mean wage for “laborer, landscaping, and grounds-keeping” as determined by the Employment Security Department (ESD). In January of each year, IAC staff will identify the maximum unskilled labor rate. (The current rate is \$11.00.)
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting:
<http://www.wa.gov/esd/lmea/occddata/oeswage/TOC000.htm>.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The corrections worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Appendix B: Post Approval Materials

Introduction

As described on page 3, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Although documents must be provided within **90 days** of funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s).

Required Materials

Item: \ Project Type:	Acquisition	Development	Combined (Acq./Dev.)
1. Milestones	◇	◇	◇
2. Preliminary Title Report	◇	-	◇
3. Control & Tenure	-	◇	◇
4. Articles of Incorporation & By-Laws	◆	◆	◆

◇ = Required of all

◆ = Nonprofits only

1. **Milestone Worksheet:** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
2. **Preliminary Title Report:** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
 - a. A legal description of the subject property
 - b. A listing of the current owners, and
 - c. A listing of all encumbrances.
3. **Control and Tenure Documents:** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
 - a. **Applicant Owns Property.** Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - Legal description
 - Deed restrictions and encumbrances
 - Documentation of current owner
 - Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.

- b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:
- ▶ The lease, easement, or use agreement must extend for at least 20 years from the date of IAC final reimbursement.
 - ▶ The lease, easement, or use agreement may not be revocable at will.
 - ▶ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.